Sage 100 ERP Tips and Tricks:

Process Customer Deposits (MAS 90/200)

Prepared by:

Anthony Volpe
Senior Software Consultant

March 2016

Customer deposits can be entered on a sales order and posted on an invoice to a special liability holding account that allows you to track cash received for items not yet invoiced. This Customer Deposit account is credited with the deposit amount when the Accounts Receivable Cash Receipts Entry update is performed, and debited when a sales invoice with a customer deposit is updated. Customer Deposit account postings are detailed with reference and customer name information.

To Process Customer Deposits:

Select Sales Order Setup menu > Sales Order Options.

Select the Post Customer Deposits by Division check box to use separate deposit accounts for each division. Clear this check box if you do not want to use separate accounts. For more information, see Sales Order Options - Fields.

At the Customer Deposits field, enter the general ledger account established in your chart of accounts.

Although the customer deposit information is entered in Sales Order Entry and S/O Invoice Data Entry, all cash receipts, including customer deposits, must be entered using Accounts Receivable Cash Receipts Entry. Select Accounts Receivable Main menu > Cash Receipts Entry.

Enter each customer deposit separately as a cash deposit type, even if the customer deposit was paid by credit card (select Cash in the Deposit Type field in the Cash Receipts Deposit window). Use the G/L Account field on the Accounts Receivable Cash Receipts Entry Lines tab to distribute the deposit amount to the Customer Deposits account. Make sure you enter the Customer Deposits account specified in Sales Order Options or Accounts Receivable Payment Type Maintenance. For more information, see Cash Receipts Entry - Fields.

Select Sales Order Main menu > Sales Order Entry.

Click the Totals tab. Enter the following information depending on your selection in the Payment Type field.

The reference number is reflected on the sales order as a memo amount. The deposit amount is printed on the sales order acknowledgment and listed on the Open Sales Order Report. For more information, see Sales Order Entry - Fields.

Select Sales Order Main menu > Invoice Data Entry.

In the Invoice No. field, enter an invoice for the sales order. The deposit amount entered on the sales order is recorded against the invoice. For a one-step invoice that does not have a sales order, on the Invoice Data Entry Totals tab, enter the Deposit Amount and Check Number. The deposit applied is printed on the invoice and also reported on the Deposit Recap and the Daily Sales Journal.

When the invoice is updated to the Open Invoice file after the Sales Journal is printed, the invoice balance is the invoice total less the deposit amount applied. General ledger postings from the invoice update debit the deposit amount to the Customer Deposit account and credit the Accounts Receivable account.

For more information or assistance with modifying the lookup window in Sage 100 ERP (MAS 90/200), contact us now at **info@llbgroup.com** or **267.457.4700.**

About the LLB Group, LLC

In business since 1984, The LLB Group is a Technology Company serving businesses in the Greater Philadelphia Area.

The LLB Group supports businesses in the following:

♦ Software - Sage 100 ERP & CRM (formally MAS 90 & 200), Acumatica

♦ IT Managed Services – Proactive Infrastructure Support and Service Desk

♦ Cloud Services – From Software as a Service (SaaS) to Infrastructure as a Service (IaaS)

♦ Telecommunication Solutions – Carrier Services (voice and internet) & Hosted VoIP

♦ Energy Procurement – Single Source for choosing Energy Suppliers in deregulated states

Our mission statement: To establish and maintain mutually beneficial, long term relationships with our clients by delivering the latest technology, consulting, services, maintenance and support as a highly cost-effective IT solution in order to maximize our clients' productivity and profitability.

CONNECTING THE THINGS THAT MAKE BUSINESS WORK SINCE 1984